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CPO 2-8188

10 October 1956

STATINTL

MEMORANDUM FOR: [REDACTED]

Assistant SSA-DD/S

SUBJECT:

Policy regarding application of annual leave when travel is conducted by privately-owned automobile not to exceed cost by common carrier

1. Per our telephone conversation I wish to call your attention to the fact the Finance Division has laid emphasis on charging employees with annual leave for any or all of the time difference between travel by common carrier and privately-owned automobile when the authority is limited (travel not to exceed the cost of common carrier).

2. As I read the opinion set forth by the Office of General Counsel, it would seem to me that it was pointing out to the Finance Division the manner in which they could set a precedent of not charging leave in such cases. The policy of not charging leave unless specifically set forth in the orders would seem to me the most practical approach to the problem. As it stands now the individual division administrative officers cut the orders and thus would vary widely as to policy, increasing the requirement for amendment at a later date in the interest of uniformity. This would further slow down the process of audit and payment of travel vouchers for individuals who have traveled.

3. I wonder if there can be anything done to convince Finance Division they should stress their policies in the other direction of not charging leave as permitted by the decision of the General Counsel.

[REDACTED]
Chief, Administration
Foreign Intelligence

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